

Approval: Mark R. Arenaz Mark R. Arenaz
 Manager, National Spent Nuclear Fuel Program

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Approval: Robert Blyth ROBERT BLYTH
 NSNFP Quality Assurance Program Manager

Date: 12/12/01

I. PURPOSE AND SCOPE

This procedure establishes the content and process to be used by the National Spent Nuclear Fuel Program (NSNFP) for preparing or revising forms.

II. SUMMARY

This procedure describes the conditions that cause the creation of new forms or changes to existing forms, addresses criteria to guide the development of content and criteria to be used by formal reviewers, addresses forms development, and establishes review authority and approval authority for forms.

III. PROCEDURE

A. Initiating Conditions for Creating or Changing a Form

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1. Initiate a new form or changes to an existing form when:
 - a. Work cannot be accomplished in accordance with an existing form, or accomplishment of such work would result in an undesirable condition.
 - b. An approved remedial action or action to prevent recurrence associated with a NSNFP Deficiency Report or Corrective Action Request stipulates a new form or form change.
 - c. An error is discovered in a form or form instructions.
 - d. The use of a form would enhance communication of administrative processes and work controls described by NSNFP implementing procedures.
 - e. The use of a form is a desirable method to demonstrate accomplishment of administrative processes or work controls promulgated by a new or changed NSNFP implementing procedure.
 - f. Submit completed draft forms for review and approval according to NSNFP Program Management Procedure (PMP) 6.01.
 - g. The use of a form and accompanying instructions is necessary for communication with non-NSNFP entities such as *DOE SNF Sites* (see glossary) or NSNFP suppliers.

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- h. A process improvement is identified and accepted by management.
- i. Inconsistencies among forms will result from a proposed new or changed form.
- j. *Editorial corrections* (see glossary) are needed.
- k. As directed by the Manager, NSNFP; the QAPM; the Program Support Organization Manager; or the Quality Assurance Staff Manager.

B. Formatting or Changing a Form

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- 1. Interface with the NSNFP Document Control Center to select a form number.
- 2. Select an effective date for the form consistent with the progress of the ongoing work or other program commitments as determined through discussions with managers or technical leads or consistent with remedial actions or actions to prevent recurrence associated with a NSNFP Deficiency Report or Corrective Action Request.

C. Developing Content for a Form

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- 1. Use Attachment A, NSNFP Form Development and Review Criteria, to create the content of a form or form change.
 - a. Use the preestablished forms associated with the NSNFP Corrective Action Tracking Trending System (CATTS) database for forms associated with corrective action.
- 2. Gather end user inputs to guide the form content.
- 3. Limit the scope of the form to the applicable implementing procedure.
- 4. Ensure the form instructions do not conflict with the content of the applicable procedure.
- 5. During development, annotate new forms or forms undergoing change with the word "Draft" after the revision number. At the discretion of the preparer, mark variations of the draft form Draft A, Draft B, etc., during development.
- 6. Place change bars in the right-hand column of forms to identify text areas modified from one revision to the next.

D. Review and Approval of Forms and Form Changes

NSNFP
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- 1. Submit completed draft forms for review and approval according to NSNFP Program Management Procedure (PMP) 6.01.

IV. REFERENCES

None.

V. DEFINITIONS

Terms appearing in *italics* followed by the notation “see glossary” are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Form Development and Review Criteria

VII. RECORDS

The following records generated as a result of this procedure require retention in accordance with PMP 17.01.

Lifetime

A. Approved NSNFP forms and approved revisions

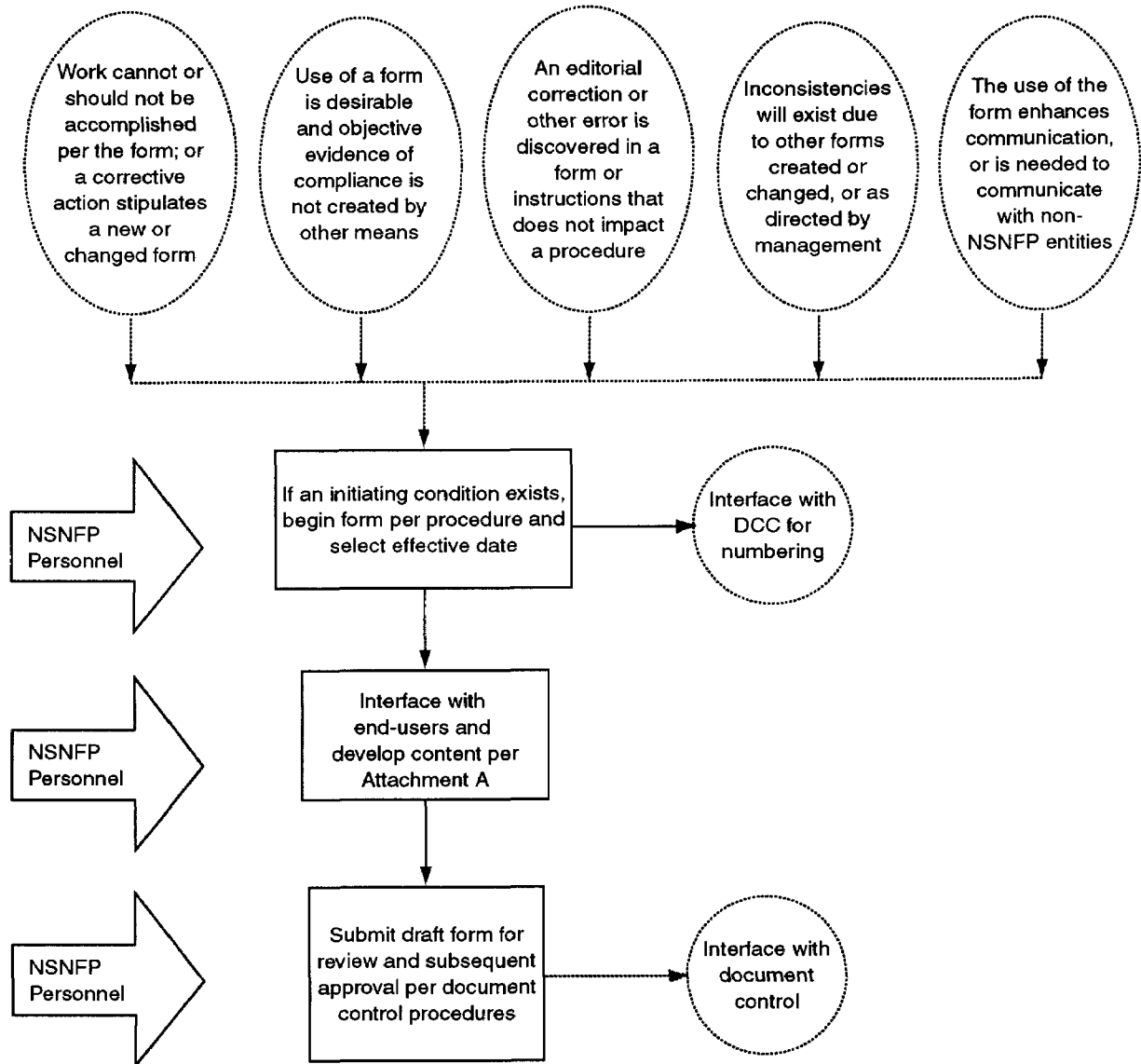
Nonpermanent

None.

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VIII. PROCEDURE FLOW DIAGRAM



Attachment A

NSNFP Form Development and Review Criteria

General Criteria

1. The form is needed.
2. The activity to which the form applies is clearly communicated.
3. The form contains a unique identifier and the Document Action Request number authorizing the form. Exception: The preestablished forms associated with the NSNFP Corrective Action Tracking Trending System (CATTS) database for corrective action may be used without a Document Action Request number on the form.
4. As a minimum, the form number is composed of a procedure number and a sequential number followed by revision (basic example: 19.01-1 Rev 2). The NSNFP Document Control Coordinator establishes the complete form number.
5. The title block or other section of the form indicates what document or activity the form is applicable to when filled out.
6. The form provides locations for printed or typed names and dates adjacent to signature spaces.
7. The form operates electronically by continuing the header and page numbering from page to page including information that indicates the applicability of the form when filled out. Example: Each page of a form that documents an individual's training would have the individual's name carried forward in a header on each page of the form, and page numbering would continue consecutively.
8. The form provides positive work control measures to ensure important aspects of the work are checked, confirmed as complete, or captured in documentation in a manner consistent with the logical work flow and the applicable requirements of the QARD. Example: Work control measures associated with issuing procedures would include determining and executing training needs associated with the procedure. A document control form when executed would document that these work controls were accomplished.

Specific Criteria

1. The scope of the form is consistent with the scope of the applicable procedure. If used, instructions provided with the form are consistent with the work process or requirements stipulated by the applicable NSNFP procedure.
2. If used, instructions are associated with numbered blocks on the form and are provided as part of the form.

Attachment A

3. The flow of the form is logically sequenced and consistent with the flow of work established by the flow diagram or a subset of the flow diagram of the applicable procedure.
4. As necessary, controls for altering the sequence of required inspections, test, and other operations are included.
5. As necessary, quality verification points and hold points are described. The verification or hold points are logically placed within the form to maximize the benefit of the verification.
6. The roles and responsibilities are clearly defined for completing or signing interim steps.
7. The roles and responsibilities are consistent with the NSNFP Quality Assurance Program Plan and the NSNFP organization descriptions.
8. The selected responsibilities, including the use of PSO QE functions, are responsive to the QARD requirements by preserving appropriate independence of the audit function.
9. The controls are appropriate to the anticipated end use of the product.